

THE TULALIP TRIBES
Behavioral Health
Job Description
Grant Funded

JOB TITLE: Wraparound Facilitator

JOB NUMBER: TTT-130-10

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities.

EDUCATION: (attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ High school Diploma or GED
- ☐ Bachelor's Degree in social work, human services, or a related field (attach copy).

SKILLS:

- ☐ Must have excellent communication skills, both verbal and written
- ☐ Must be computer literate with working knowledge of Microsoft Word, Excel, etc.
- ☐ Knowledge and ability to form collaborative relationships with families in need of services and the programs and agencies working with them, such as treatment facilities, school districts and legal services.
- ☐ Must have a basic understanding of mental health issues, alcohol and other drugs, addiction and recovery
- ☐ Must have knowledge of community resources and support of culturally appropriate services
- ☐ Must be able to work independently

EXPERIENCE:

- ☐ Must have experience in working with Indian children and their families and be familiar with Indian culture.
- ☐ Must have experience in conflict resolution and working between systems to resolve differences.

OTHER REQUIREMENTS:

- ☐ Must have valid drivers license and vehicle insurance (attach copy)
- ☐ Must be able to work in a culturally diverse environment
- ☐ Must have no misuse of or abuse of alcohol or other mind altering drugs within the last three (3) years
- ☐ Must adhere to strict confidentiality of information seen or heard
- ☐ Must have the tolerance and patience to deal with upset, angry, and/or frustrated people
- ☐ Must be able to work evenings, weekends, holidays, and/or flexible hours as needed or requested.
- ☐ Must have a successful employment history with The Tulalip Tribes and/or other employment entities

Physical Characteristics and/or Prerequisites:

- ☐ Must possess the manual and finger dexterity for the operation of a personal computer and routine paperwork.
- ☐ Must possess the ability to sit for extended periods of time.
- ☐ Must possess the ability to bend and stoop occasionally for filling duties and or climb stairs
- ☐ Must possess the tolerance to be exposed to a computer screen for prolonged periods of time.

Tribal Department: Behavioral Health

Employee Classification: Exempt

Job Summary:

Applicant will work directly with at-risk youth and their families and support the family to achieve the goals identified using the wraparound process using the 10 Principles of the Wraparound Process. The facilitator will work with youth and their families to enhance their natural support systems and identify their strengths and needs. The facilitator will coordinate shared planning meetings with providers of services and others involved in working with the family to identify common goals and increase collaboration between agencies serving the families and the families themselves.

Employee Reports To: Behavioral Health Senior Manager or Designee

Extent of Job Authority: The position will require the development and implementation of a Tulalip Wraparound Process.

Specific Duties Performed:

1. Maintain confidentiality of all records, materials, and communications concerning the identity of clients. (CPR 42, Part 2)
2. Maintain files and paperwork in an orderly and expeditious manner.
3. Attend all staff meetings and training sessions as directed by supervisor.
4. Develop and implement a referral process for Tulalip Wraparound Process through Behavioral Health.
5. Explore strengths and needs and identify support services for family to address immediate needs and develop a crisis plan of action with the family.
6. Facilitate team meetings for Tulalip families who accept wraparound process.
7. Contact potential team members and gather information about how they can contribute to the team.
8. Provide tracking and statistics as needed to Behavioral Health Senior Manager.
9. Provide assistance and direction to support staff.
10. Provide training to other staff in how to participate and provide wraparound services.
11. Conduct weekly staffing to support staff and to provide consultation to others who are providing wraparound supports.
12. Perform other related duties as deemed necessary.

Term of Employment: 1 year contract 30 Hrs .per week with benefits

Pay Range: \$26.92 per hour

Opening Date: October 1, 2010

Closing Date: October 15, 2010 @ 4:00 pm

Drug and Alcohol Use and Abuse

This position requires the employee to work regularly with clients who abuse or are addicted to drugs and/or alcohol. Engaging in off-duty sale, purchase, transfer, abuse, use or possession of alcohol, illegal drugs or controlled substances will have a negative effect on the employee's ability to perform his/her work for the Tribes. Any such action by the employee will subject the employee to discipline, including termination.

Employees in this position are discouraged from consuming alcoholic beverages during lunch or dinner meals when the employee plans to return immediately there from to perform work on behalf of the Tribes. Any employee whose condition or behavior adversely affects her/his work performance shall be subject to discipline, including termination. Employees holding this position shall not consume alcohol and/or controlled substances (without a legitimate prescription) four hours before the commencement of work. Any abuse of alcohol or drugs on or off duty by the employee shall be cause for discipline, including termination.

Employees in this position who supply alcohol, illegal drugs, or controlled substances (without a legitimate prescription) to minors while on or off duty shall be subject to discipline, including termination.

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. Main telephone number (360) 716-4747 or toll free 1 (800) 869-8287.